BOX NO. 2 FOLDER NO. 21 WAMH/WAMF Records Constitution and organization manuals 1965-1979

ORGANIZATION MANUAL
WAMF 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

RADIO STATION WAMF

November 18, 1965

Memorandum to Department Directors

At the Executive Board meeting on November 17th, it was decided that station operations would be greatly improved if all position holders were aware of and understood fully the responsibility and duties of the individual positions.

Thus, we would appreciate it if you would take a few moments and write down the following:

1. What is your conception of the duties and responsibilities of the position you hold?

2. What suggestions do you have for changing your duties and responsibilities or those of any other person holding a position on the station?

Please put these in the mail slot of the Station Manager before Monday, November 22nd.

Following Thanksgiving recess, the Executive Board will compile a "Personel Guide" and it will be distributed at a meeting of the Executive Board at which we will invite you to be present. The date of this meeting will be announced later.

Thank you for your assistance.

The Executive Board

WAMF CONSTITUTION

ARTICLE I

The name of this organization shall be the Amherst College Broadcasting Association. The call letters of the radio station which it operates, are WAMF.

ARTICLE II

The purpose of this organization shall be to operate a campus radio station for the entertainment and instruction of students at Amherst College, and to encourage in all ways an interest in, and an understanding of, radio as an artistic and educational medium, providing training in the fields of radio production, engineering, and business management.

ARTICLE III - Profit

This association shall be a non-profit organization.

ARTICLE IV - Membership

The members of this organization shall be selected from those students who have shown an interest in the radio station, and who have worked in the station for a period of not less than one month.

Membership shall be open to all regularly matriculated students of Amherst College, and members shall be selected solely on the basis of interest, industry, and accomplishment in the field of radio.

First semester freshmen shall be ineligible to work in the radio station, so long as college requirements so read.

Each member having a station membership card shall have one vote at all association meetings.

Station membership shall last until a member graduates, except that membership may be removed from a member by a two-thirds vote of the membership in meeting assembled.

ARTICLE V - Officers

Section 1 - Executive Board

The formulation of station policy and responsibility for efficient administration of departments shall be vested in an executive board, to consist of officers as outlined in Sections (2,3,4,5) of this Article.

Section 2 - Station Manager

He shall preside at all meetings of station personnel and so exercise his authority as to promote efficiency in and coordination of all departments according to the policies established by all members of the executive board. He shall act in an executive capacity over the organization and shall be responsible to the Student Council, the College Administration, and the FCC, for the operation of the radio station.

Section 3 - Program Director
He shall be responsible for the content and quality of all programs on WAMF, and for supervising the publication of a program guide.

Section 4 - Technical Director
He shall be responsible for the training of operators and engineers, and for arranging remote lines and facilities. He shall be responsible for the use and maintenance of all technical equipment belonging to the association.

Section 5 - Other officers
In addition to the officers specified in Sections (2,3,4) above, an outgoing Executive Board may create additional Executive Board positions. Such additional positions may not number more than four, provided that:

1. Such positions are held for the same term as other Executive Board positions.
2. Such positions cease to exist with the expiration of the term of office of the incumbent.
3. Such positions are carefully specified as to duties and responsibility by the outgoing Board, when such positions are created.

Section 6
An existing Executive Board may not increase its size during its term of office.

Section 7 - Election of Board Members
All members of the Executive Board shall be appointed by a majority plus one, of the outgoing Executive Board, such appointments to be ratified individually, by a majority of the association in meeting assembled. In case of failure of appointments to be ratified by a majority of the association, the outgoing Executive Board shall submit a new appointment to be ratified by the association. In the event that the Executive Board fails to submit a nomination for any of the positions, the elections shall be open to nomination and voting by the station members in meeting assembled.

In case of a vacancy caused by the permanant absence of a member of the Executive Board, the Executive Board, by majority vote, shall appoint a temporary replacement, which replacement shall remain for not longer than six weeks, during which time, a station meeting shall called for the purpose of electing a new officer to the vacated position.

Meetings for the regular elections of the Executive Board shall be held during the period of the two weeks preceeding Christmas Vacation each year.

Section 8 - Removal of Board Members From Office.
Any member of the Executive Board or Station Operations Board may be removed from his office by unanimous vote of the Executive Board, the member in question not voting; or by a three-fourths majority of the members present at a general meeting of the association called for that purpose, providing that the provisions of this constitution are upheld.

Section 9 - By-laws and Appointments

The Executive Board shall be empowered to make appointments, by-laws, and such administrative rules as to assure the efficiency, co-ordination, and facility of all operations, provided that such actions are not contrary to provisions in this constitution. All Executive Board actions shall be posted by the secretary of the Executive Board in the station for one week, and then will be placed in the permanent files.

Section 10 - Station Operations Board

There shall be a Station Operations Board, consisting of various subordinate positions, created by the Executive Board, membership to which shall be open to all station members. This Station Operations Board shall be responsible for carrying out Executive Board actions. Appointment of members of the Station Operations Board shall be made by the outgoing Executive Board, in the same manner as election to the Executive Board, as described in Section 7 of this article.

Section 11 - Faculty Advisor

There shall be a faculty advisor whom the Executive Board can consult on all matters before it which pertain to college policy. He shall be invited by a majority plus one, of the incoming Executive Board.

ARTICLE VI - Meetings

Section 1

Meetings of the station shall be called by the station manager, or may be called by any ten members of the station personnel. Meetings of the station shall be held at least once a year. A quorum shall consist of two thirds of the membership of the association.

Section 2 - Executive Board Meetings

Meetings of the Executive Board shall be held at least 3 times a month during the period of broadcasting operations. A quorum shall consist of a majority plus one of the executive board.

ARTICLE VII - Emergency Broadcasting Operations

Section 1

Emergency Broadcasting operations may be instituted on application of the Executive Board to the Student Council, or by order of the Student Council to the Executive Board, in writing.

Section 2

In the event that two or more members of the Executive Board are absent from the college, but sufficient number of students remain in college to continue operations, those remaining members of the Executive Board shall appoint new members to fill the vacancies, such appointments to be subject to the approval of the Student Council. In the Event that no members fo the Executive Board remain in college, the Student Council shall hold elections from among the remaining membership of the association to fill the vacancies. This Board shall carry out the operations of the station until such time as elections are held, in accordance with the provisions of this Constitution, or until such times as broadcasting operations are suspended.

Section 3

In the event that station operations must be temporarily suspended, the Executive Board members shall be responsible for the care and storage of all equipment connected with the operations of their individual departments. The care of the furniture and rooms of the station shall return to the custody of the college authorities.

Section 4

all funds realized from the liquidation of any station assets shall go to the station treasury. Teh Student Activities Office of Amherst College shall be custodian of and responsible for the treasury, and shall have the power to disburse funds from said treasury for station debts, or in the interest of the station.

Section 5

In the event that the radio station permanently halts operations, the operations may be resumed by a petition to the Student Councilby at least 20 students interested in running the radio station. By an affirmative vote of the Student Council operations will be resumed, at which time the Student Council will execute its authority as outlined under Section 2 of this Article.

Article VIII - Amendments

Amendments may be proposed by the Executive Board, or five members of the station in meeting, and shall become part of this Constitution when ratified by three-fourths of the association in meeting assembled, and approved by the Student Council.

ARTICLE IX - Adoption

This Constitution shall be considered adopted and go into effect immediately after approval of the Executive Board, majority vote of the association, and approval of the Student Council.

Approved by the Executive Board
April 18, 1963

WAMF
Organization Manual
1966

Introduction

In order to operate effectively, WAMF depends upon a high degree of individual effort on the part of each station member. In addition, however, it is essential that these personal efforts be coördinated and directed toward a common goal. It is in the interest of furthering this spirit of coöperation among station members toward a mutual end that the Executive Board has published this Organization Manual.

Throughout, we have tried to avoid the sort of dogmatic and autocratic policy of assigning each man his own little pidgeon-hole and insisting that he remain confined within it. Such an approach stifles the initiative and creativity which are so important to our continued success. Rather, we have attempted to set up a few brief guide-lines for each department head, an outline of his position in the management of the station which will acquaint him with his own responsibilities and duties. This, we hope, will increase our efficiency and our coöperation in getting the job done.

Finally, we have included a set of rather specific policies which have arisen in response to current problems. We trust that all station members will observe these during the period they are in effect.

1. The Executive Board

a. Responsible for specific policy decisions affecting the station.
b. Each department head is directly responsible to the Board for the operation of his department.
c. Meets weekly while school is in session, unless otherwise posted.
d. Supervises elections as set forth in the WAMF constitution.
e. Directs WAMF policy as a member of the PBS network.

2. The Station Manager

a. Is the official representative of the Executive Board and the Station to the College and the general public.
b. Is responsible for the implementation of policy decisions of the Executive Board.
c. Is responsible for the general operation and administration of the Station.
d. Is responsible in all FCC matters and as PBS representative.

3. Program Director

a. Issues the WAMF program guide.
b. Is responsible for general programming and allocation of specific personnel to individual programs.
c. Supervises program quality and content.
d. Supervises on-the-air personnel.
e. Responsible for the preparation of program and transmitter logs.
f. Responsible for unfilled air time.
g. Allocates time for special and network programming.
h. Supervises general day-to-day programming.
i. Acts with Executive Board to determine programming policy.

Business Manager

a. Keeps the books of the station.
b. Supervises departmental budgets.
c. Responsible for the payment of bills and collection of revenues.
d. Approves all non-technical purchases.
e. Supervises janitor and maid service.
f. Supervises operation of WAMF office with regard to files, supplies, allocation of desk space; etc.

Qualifications Director

a. Responsible for freshman orientation and training program.
b. Responsible for board instruction and administration of voice and board qualification examinations.
c. Responsible for providing licensed operators and enforcement of FCC licensing requirements within the station.
d. Keeps personnel records.
e. Arranges for administration of departmental qualification exams.
f. Responsible for freshman relations and relations with Dean Reed regarding freshman participation in WAMF activities.

Technical Director

a. Supervises operation of station equipment.
b. Responsible for the purchase and maintenance of station equipment.
c. Responsible for FCC technical requirements.
d. Arranges for all permanent remote broadcast lines.
e. Arranges for telephone and teletype repairs and installation.
f. Allocates tape cartridges.

Public Affairs Director

a. Responsible for all educational programming and special productions.
b. Maintains Tape Library.
c. Purchases of reel-to-reel tape for his department's use.
d. Production of network programming in conjunction with program director, exclusive of policy decisions.

Publicity Director

a. Responsible for all publicity regarding WAMF programs, meetings; etc. Including on-the-air announcements, posters, newspaper publicity; etc.
b. Prepares all public srrvice announcements and community calendar notices for broadcast by WAMF.

News Director

a. Scheduling newscasts in conjunction with Program Director and Executive Board.
b. Supervision of all News Depertment personnel.
c. Relations with United Press International in conjunction with Business Manager and Technical Director.
d. Production of special news programming in conjunction with Public Affairs Director.

e. Instruction in operation of UPI machine and administration and preparation of News Department qualification examinations.

10. Music Director

a. Purchases of all recordings through the Business Manager.
b. Responsible for the Record Library; including filing, catalogueing, allocating space, and refiling.
c. General supervision of all musical programming.

11. Other Music Department Heads

a. Supervision of personnel in their respective departments.
b. Supervision of programming within each department.
c. Requests for purchase of recordings.
d. Preparation and administration of qualification examinations in each department.

Executive Board Policy Decisions
17 November to 15 December
1965

The following policies have been established by the Executive Board and are generally applicable to all Station Members. Station Personnel are asked to be familiar with them and are responsible for their application.

A. Logs. Beginning Wednesday, 5 January, 1966, the Program Director has been instructed to institute a system of fines for delinquent transmitter and program logs. As of that date, a fine of one dollar will be levied on anyone who fails to submit a program or transmitter log for a specific show. All logs will be collected and filed by the Program Director at the end of each week, and fines will be assessed. If the logs are not made up and the fines not paid during the following week, the fine will be entered in the College Comptroller's books and billed by the College at the year's end. Such bills remaining unpaid at the end of senior year result in a failure to graduate from the College.

B. Licensing Operation of this Station by unlicensed personnel is forbidden by law. Any Station Member who does not hold a Third Class Radiotelephone License, with Broadcast Endorsement, who fails to secure a licensed operator for his programming will be immediately suspended from the Station.

C. Purchases Due to our present financial situation which has resulted from unusually high telephone and remote line bills, all non-technical purchases for the remainder of the year must be approved by the Business Manager.

D. Remote Lines Throughout the year we have been getting miserable service from the Telephone Company on remote lines. Whenever any remote line fails to function, first call the Technical Director. If he is unavailable, call the Chief Operator, by dialing O, and ask for "Northampton Test Board." Report the trouble to them and ask for the name of the man you talk to. WRITE down the time of failure, the name of the Telco man, and the nature of the trouble, and the time it is fixed -- then put the note in the Technical Director's mailbox. If this procedure is followed, we can get a reduction in the bill for the line.

E. Janitorial Service We have secured the services of the inimitable

Pratt Janitor, Eddie. There are several conditions, however. One of these is that we get our valuable equipment: microphones, cables, records; etc. out of his way. In this regard, Eddie has been instructed as of 5th January and thereafter to "make a clean sweep." From that time on, anything on the floor in MCR and Studios A & B will simply be thrown out. This includes: clothing, books, records, papers -- in short, everything which doesn't belong on the floors. It would therefore be strongly advised to put away things when you have finished a show.

F. Publicity Hereafter, Bill Powar will take care of publicity for all shows, PROVIDED it is submitted to him at least five days before air time. Otherwise, you will have to do it yourselves.

G. Representation The Station Manager is the official representative of WAMF. From now on, all dealings with the College, Administration, Town, FCC; etc. which directly involve the policies and practices of the Station are his sole responsibility. He, in turn, is directly responsible to the Executive Board.

H. PBS WAMF is currently a participating station in the Pioneer Broadcasting System. The operation of this network is completely governed by a three- man board of directors, comprising representatives from WAMF, WMUA, and WMHC, the three participating stations. Each station is entitled to withdraw from the network or refuse to carry network programming, at will. The Station Manager is WAMF's official voting representative on the network board of directors. However, he is responsible to the WAMF Executive Board for all decisions regarding WAMF's role in the network, financial support of the network, and network programming provided for the system by WAMF or carried by WAMF as a PBS station.

I. The Press Due to a rather substantial misrepresentation of WAMF and misquotation of a WAMF department head, extreme caution is advised in all matters regarding relations with the local press. Station Members who are interviewed by press representatives are to discuss station policy only if such statements are approved by the Executive Board as a whole or the Station Manager, acting for the Board. If ANY direct quotations are to be included in the published article, please ask the interviewer to read back the quotation to you. In lieu of this, the Board strongly recommends that such quotations be prepared in advance in written form, a copy of which is to be retained by the Station Member interviewed.

All formal notices and press releases are to be prepared by the Publicity Director.

J. Special Programming The Public Affairs Director is instructed to prepare, one week in advance, a schedule of all lectures to be taped for later use by WAMF, all lectures to be carried (either live or recorded) by the station during the following week, and all special programming to be carried. This special programming schedule will be discussed by the Executive Committee at its regular Wednesday meeting.

K. It is strongly recommended that station personnel retain copies of all letters and memoranda which they prepare, particularly those which may subsequently cause difficulties or confusion.

L. Freshmen NO Freshman is permitted on the air until second semester, unless specifically authorized by Dean Reed. He's hopping mad!

P.K. : here is an outline of comments, Dave Carbone.

Objections and Suggestions to WAMH Constitution.

I delete the 4th paragraph
delete "therefore" and "hereby" from paragraph 3

II If the Trustees own WAMH, why is the president our chief representative (is he chairman or something?)

III - utterly exterminate the appallingly over-used phrase "e-board"
- it is stupid to talk about an executive board's function and meeting schedule, etc. etc without having defined exactly what it is and who it is composed of. Permanent positions should be enumerated, temporary positions explained, voting rights assigned etc. at the outset.
- before even talking about the composition of the e-board, the structure of WAMH should be outlined
1. should be re-written
3+4 are OK
reword 8.

IV 1. Why the posting nonsense for membership.?
4 what are the e-board's powers specifically? the preceeding sections had nothing to do with external affairs.
5. nominees are "items"? what happens when a nomination is vetoed? is there a quorum for this? what margins required to carry a confirmation ~~or~~ or veto?
7. enumerate as definite "or's"

V 1. The general manager should be called "Monarch"
- general purpose should be first, composition second, specific powers third.
- This "Directing Committee" is totally absurd, and awkward
- This Directing Committee is even smaller and more elite than the e-board, and in fact is 2/3 e-board, so it does not eliminate the "self-perpetuating" problem
4 alter it from what?
9. personal profit should be strictly forbidden.

VI 2a. what a laugh! (chief shit-work doer.)
2g. discard.
3a. as subject to veto by the executive board.
5. ridiculous, vague and redundantly large position #'s.

VII 1. delete "ideally"

a truly functionless constitution.

AMHERST COLLEGE AMHERST, MASS. 01002 413-542-2224

THE WAMH CONSTITUTION

Ratified by the executive board of the station on 15 October 1975

Revisal of the Proposed WAMH Constitution

1.0 Statement of Purpose

1.1 WAMH is operated solely by members of the student bodies of Amherst College and the surrounding four colleges, and persons living in the Pioneer Valley area.

1.2 WAMH exists primarily to serve the Amherst College student body and the remainder of the five-college area

a) as a non-commercial radio station providing entertainment and information to its listeners; and

b) as a forum for interested parties wishing to express points of view in an intelligent and informed manner; and

c) as a means of learning and instructing for both its operators and its listeners.

1.3 WAMH is ultimately responsible to the Amherst College student body, which funds and supports it, and to the Trustees of Amherst College, who hold its license.

2.0 The Composition of the Institution

2.1 WAMH shall be composed of two elements, its staff and its executive board.

2.2 Its staff shall be drawn from Amherst College and the surrounding colleges and towns. Although membership in WAMH shall be offered to anyone, only licenced operators, and those operating under the supervision of licensed operators, may operate the station's controls and sign its logs. Staff and, in rare cases, executive board members may be restricted from the usage of the stations other facilities, such restrictions to be defined by the executive board.

2.3 The executive board shall be composed of the following positions:

a) General Manager;

b) Program Director;

c) Business Manager;

d) Sports Director;

e) Chief Operator;

f) Special Programming Director;

g) News Director;

h) Music Director;

i) Chief Engineer; and

j) four staff representatives.

Only one person can fill each position; when a vacancy exists, the General Manager shall be responsible for attempting to find a qualified person to fill it.

2.4 Although all executive board meetings are open to all staff members, and the advice and counsel of staff members is to be encouraged and solicited, any and all decisions regarding the maintenance and governance of the station shall derive exclusively from the executive board.

2.5 Each member of the executive board shall have a term of office from January 1 to December 31. Terms of office are renewed only when explicitly done so by the executive board, or when one's position is uncontested.

2.6 The executive board officers of one year shall elect the executive board of the following year in the last meeting before the Amherst College Thanksgiving break. All presently serving officers are eligible to vote, and a simple majority of those

present, providing that there is a quorum, is sufficient to elect. In the event that there are more than two contestants for a position and none receives a majority of votes, then a run-off election shall be held between the two leading candidates. All ties and deadlocks are to be settled by the General Manager.

2.7 The votes of all officers are equal. All ties shall be settled by the General Manager. Votes are binding only when there is a quorum of those present; a quorum is defined as a simple majority of the total membership of the executive board. If an issue is brought up before three successive executive board meetings, and there is not a quorum at any of the meetings, then the executive board may vote without quorum.

2.8 The executive board shall meet at least once weekly during the school year; extra meetings shall be called and publicized by the General Manager.

3.0 The Offices.

3.1 Any and all decisions regarding the general or long-term maintenance of WAMH shall be made by a simple majority vote of the executive board, with the exception of the removal of an executive board or staff member from the station. Decisions regarding the individual departments are normally to be made by the relevant department heads; however, any decision made by any member of the executive board is subject to challenge by any other member of the executive board, and may be subsequently vetoed by that board.

3.2 The General Manager is responsible for the following functions:

a) He is the titular head of the station; as such, he

represents the station to Amherst College and The World.

b) He is responsible for the calling and governance of executive board meetings; he shall also record the minutes of these meetings.

c) He is responsible for the recruitment of executive board members.

d) He is responsible for the filing and inventory of all contracts made by WAMH.

3.3 The Treasurer is responsible for the fiscal operations of WAMH. He shall represent the station to the Student Allocations Committee, and he shall formulate a budget to be approved by the executive board.

3.4 The Program Director has the following responsibilities:

a) He shall be responsible for the formulation and maintenance of the broadcast schedule;

b) Together with the Chief Operator, he is the chief liason with the licensed operators; as such, he is responsible for their recruitment and discipline. The two are also responsible for training new members in use of equipment, instruction for FCC licenses, and compliance with FCC logs. They are also responsible for establishing guidelines for permissible on-the-air conduct, and may dismiss disc jockeys for reasons of incompetence or negligence, such dismissals subject to challenge by the executive board.

3.5 Any and all disputes among the Program Director, the News Director, the Chief Operator, and the Special Programming Director shall be settled by the executive board.

3.6 Staff representatives to the executive board shall be approved

by a majority vote of that board. Such members shall possess votes equal in weight to other executive board members.

4.0 Removal from Office

4.1 Mmebers are suspended or removed from office after a hear=ing by the executive board and the vote of at least two-thirds of the executive board.

5.0 Adoption of this constitution.

5.1 This constitution shall be adopted by a simple majority of those currently serving on the executive board.

6.0 Amendment and abolition of this constitution.

6.1 This constitution shall be amended or abolished by the vote of at least two-thirds of the total executive board.

-PK